



Department of Social Services

**CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT JC-14494 - CEA B,**

Senior Assistant Chief Counsel, Legal Division, Program Litigation Branch

Final Filing Date: 5/9/2016

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Position Details

Job Control #:	JC-14494
Position #(s):	800-310-7500-004
Working Title:	CEA B, Senior Assistant Chief Counsel, Legal Division, Program Litigation Branch
Classification:	C. E. A. \$6,453.00 - \$14,409.00
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Department Information

California Department of Social Services
Administration Division / Examination Unit
744 P Street, MS 8-15-58
Sacramento, CA 95814

Mary Bayer
Phone: (916) 657-1706
Email: mary.bayer@dss.ca.gov

Job Description and Duties

Under the direction of the Deputy Director/Chief Counsel, the Senior Assistant Chief Counsel (SACC) provides legal advice, direction and support to the Department Directorate, program managers and staff regarding issues related to the implementation, administration and/or enforcement in the assigned program areas. The assigned areas include a variety of programs in the Welfare to Work Division, the Adult Programs Division and the State Hearings Division.

Position responsibilities:

35% Provides legal advice to the Director, Chief Deputy Directors, Deputy Directors, program managers and staff on complex and sensitive issues pertaining to the development and implementation of regulations and policies for the assigned program areas. Develops and implements administrative procedure and processes for the Branch. Evaluates existing policy and formulates and implements new policy.

25% Provides supervision, direction and review of subordinate staff, including Assistant Chief Counsels, Attorneys and Senior Legal Analysts, who advise and provide comprehensive legal services to the assigned programs as well as substantive litigation support to the Office of the Attorney General. Guides and directs subordinate managers on the development and implementation of department program policies. Directs and implements recruitment, hiring, performance reviews, development of adverse actions and approval of absences, travel and training.

20% Writes and/or reviews proposed legislation, regulations, policies, legal opinions, contracts, correspondence, confidential documents and other documents. Performs substantive review and oversight of litigation involving public social service programs when represented by the Office of the Attorney General.

15% Represents CDSS on legal matters at meetings, conferences, hearings or other forums that may include: stakeholders, federal, state and county representatives and legislative staff. Collaboratively works with other state departments, the California Health and Human Services Agency, and the Governor's Office on high profile, complex or sensitive issues and special projects related to the assigned program areas.

5% Provides oversight of department-wide administration of Public Records Act requests and the analysis of Public Record Act request requirements.

Application Instructions

Completed applications and all required documents must be received by the Final Filing Date in order to be considered.

Final Filing Date: 5/9/2016

How to Apply

Complete Application Packages (Applications and any applicable or required documents) must be submitted electronically through your CalCareer account at www.jobs.ca.gov.

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - Two-page narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications that qualify them for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination. All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set

policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

KNOWLEDGE OF:

- a) the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal and local entities.
- b) Legal principles and their applications, legal research methods, court procedures, rules of evidence and procedure, administrative law and the conduct of administrative hearings.
- c) the state budgetary, personnel, contracting, and departmental administrative practices.
- d) the California and Federal laws with emphasis on Welfare and Institutions Code, Health and Safety Code, Penal Code, Public contract Code, Government Code, and principles of constitutional law.

ABILITY AND SKILL TO:

- e) plan, react to adversity effectively, and organize, coordinate and effectively manage responses to multiple complex legal issues simultaneously.
- f) effectively supervise and manage the work of staff with the legal division.
- g) advise executive staff on a wide range of legal issues, and to formulate and execute effective strategies to solve or mitigate legal challenges.
- h) utilize performance measurements to increase program performance.
- i) represent the Department with other departments and branches of state government, with local and federal officials and to testify effectively before the State Legislature and Congress.
- j) effectively communicate both orally and in writing.
- k) work with other CDSS divisions to ensure successful legal outcomes.
- l) represent the Chief Counsel or Department at conference, meetings and hearings.
- m) Excellent interpersonal skills to establish and maintain cooperative working relationships with representatives from all levels of government, the public, Legislature and high level commissions or boards.
- n) Excellent judgment, interpersonal skills, political sensitivity, and commitment to diversity in government.
- o) Experience in managing a large staff of attorneys and support staff in a legal setting.

Examination Information

The examination process will consist of a designated screening committee established to screen the application and Statement of Qualifications. The minimum and desirable qualifications listed on this bulletin will be used to screen the application and Statement of Qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, examination interviews will be held in **MAY/JUNE 2016**.

A "Statement of Qualifications" must be submitted with your application, which is a narrative discussion of how your education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed with no more than two pages in length and should have a font size no smaller than Arial 11, with one inch margins.

Resumes do not take the place of the Statement of Qualifications.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

- **Human Resources Contact:**

Mary Bayer
(916) 657-1706
mary.bayer@dss.ca.gov

- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

EEO Office
(916) 657-2326
EEOffice@dss.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.